Administration Proposed Budget - FY2022

	FY2020	8/31/21	Projected Next	Total Projected	FY2021	FY2022	variance	
Operating Expenses	Actual	YTD	1 Month	9/30/21	Amended	Proposed	Proposed	dollar
11.000 - EXECUTIVE SALARIES	\$83,737	\$73,027	\$7,308	\$80,335	\$103,000	\$100,000	(\$3,000)	-3%
12.000 - REGULAR SALARIES	\$95,967	\$119,309	\$5,091	\$124,401	\$133,600	\$144,043	\$10,442	8%
13.000 - PART TIME SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
21.000 - FICA/MEDICARE	\$13,317	\$14,714	\$949	\$15,662	\$18,100	\$18,669	\$569	3%
22.100 - RETIREMENT CONTRIBUTIONS	\$35,674	\$36,614	\$2,336	\$38,950	\$43,991	\$47,477	\$3,486	8%
23.000 - HEALTH INSURANCE	\$22,230	\$28,875	\$2,746	\$31,621	\$29,756	\$26,555	(\$3,201)	-11%
24.000 - WORKERS COMPENSATION	\$336	\$377	\$0	\$377	\$491	\$566	\$75	15%
31.000 - PROFFESIONAL SERVICES	\$162,981	\$149,249	\$7,917	\$157,166	\$154,200	\$214,100	\$59,900	39%
32.000 - ACC & AUDITING - INDEPENDENT AUDITORS	\$21,000	\$24,600	\$0	\$24,600	\$23,000	\$23,000	\$0	0%
32.100 - ACC & AUDITING - FINANCE CONTRACT	\$55,000	\$55,000	\$5,000	\$60,000	\$60,000	\$65,000	\$5,000	8%
40.000 - TRAVEL & PER DIEM	\$2,026	\$4,000	\$400	\$4,400	\$12,300	\$6,300	(\$6,000)	-49%
41.000 - COMMUNICATIONS	\$21,722	\$21,559	\$47	\$21,606	\$18,110	\$15,955	(\$2,154)	-12%
42.000 - POSTAGE & FREIGHT	\$7,944	\$9,301	\$846	\$10,147	\$6,898	\$9,648	\$2,750	40%
43.000 - UTILITIES	\$7,508	\$7,163	\$880	\$8,043	\$8,523	\$8,965	\$442	0%
44.000 - RENTALS & LEASES	\$9,215	\$9,983	\$908	\$10,890	\$10,491	\$10,745	\$254	2%
45.000 - PROPERTY & LIABILITY INSURANCE	\$173,622	\$186,546	\$0	\$186,546	\$194,423	\$203,868	\$9,445	5%
46.000 - REPAIRS & MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	0%
47.000 - PRINTING & BINDING	\$2,532	\$1,034	\$150	\$1,184	\$9,000	\$1,000	(\$8,000)	-89%
48.000 - PROMOTIONAL ACTIVITES	\$2,221	\$1,926	\$0	\$1,926	\$1,500	\$1,500	\$0	0%
48.100 - LEGAL ADVERTISING	\$13,076	\$3,639	\$9,437	\$13,076	\$8,913	\$4,000	(\$4,913)	-55%
48.200 - MUNICIPAL ELECTIONS	\$12,585	\$2,731	\$0	\$2,731	\$4,000	\$4,000	\$0	0%
49.000 - OTHER CURRENT CHARGES	\$11,315	\$18,262	\$1,660	\$19,922	\$12,026	\$12,526	\$500	4%
51.000 - OFFICE SUPPLIES	\$7,250	\$5,878	\$534	\$6,413	\$8,500	\$6,000	(\$2,500)	-29%
52.000 - OPERATING SUPPLIES	\$7,669	\$7,284	\$662	\$7,946	\$6,400	\$5,000	(\$1,400)	-22%
54.000 - DUES & MEMBERSHIPS	\$8,728	\$7,761	\$0	\$7,761	\$5,950	\$5,950	\$0	0%
55.000 - EDUCATION & TRAINING	\$165	\$2,002	\$0	\$2,002	\$5,000	\$4,000	(\$1,000)	-20%
99.000 - CONTINGENCY	\$6,597	\$12,767	\$0	\$12,767	\$0	\$0	\$0	0%
Total Administrative Expenses	\$784,416	\$803.601	\$46.870	\$850.470	\$878.172	\$958.867	\$80.695	9%

Includes salaries for elected and constitutional officials, and top-level management, and if earned, qualification salary for elected officials and constitutional officers.

BUDGET WORKSHEET

EXECUTIVE SALARIES

OBJECT CODE 11.000

			1 CODE 11.000
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
11.000 - EXECUTIVE SALARIES - MANAGER	\$73,027	\$100,000	\$100,000
Salary Incentive (As per amendment)		\$3,000	\$0
EXECUTIVE SALARIES TOTAL	\$73,027	\$103,000	\$100,000

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time(F/T) and part-time(P/T) employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES

OBJECT CODE 12.000

OBJECT CODE 13			
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
12.000 - REGULAR SALARIES			
Clerk	\$56,181	\$59,623	\$70,157
Full-time Administrative Assistant	\$63,128	\$35,086	\$38,319
Full-time Clerk/Village Manager Assistant		\$35,000	\$35,566
Salary Incentive (As per amendment)		\$3,891	\$0
REGULAR SALARIES TOTAL	\$119,309	\$133,600	\$144,043

	Includes part-tir of the regular w		ho are not part
BUDGET WORKSHEET			
		ОТ	HER SALARIES
		OBJEC	T CODE 13.000
DESCRIPTION	YTD	AMENDED	PROPOSED
DEGGINI HON	08/31/21	FY2021	FY2022
13.000 - PART TIME SALARIES	\$0	\$0	\$0

\$0

\$0

\$0

PART TIME SALARIES TOTAL

	Social Security matching/Medicare matching.			
BUDGET WORKSHEET				
			FICA TAXES	
	VTD		T CODE 21.000	
DESCRIPTION	YTD 08/31/21	AMENDED FY2021	PROPOSED FY2022	
	00/01/21	112021	112022	
21.000 - FICA/MEDICARE	\$14,714	\$17,573	\$18,669	
Salary Incentive (As per amendment)		\$527	\$0	
			_	
FICA TAXES TOTAL	\$14,714	\$18,100	\$18,669	

	Amounts contributed to a retirement fund			
	Amounts continu	ated to a retirem	entrunu	
BUDGET WORKSHEET				
	F	RETIREMENT CO	ONTRIBUTIONS	
		OBJEC.	T CODE 22.000	
DESCRIPTION	YTD	AMENDED	PROPOSED	
DESCRIPTION	08/31/21	FY2021	FY2022	
22.100 - RETIREMENT CONTRIBUTIONS - FRS	\$36,614			
Senior Management - 29.01% (mgr)		\$27,290	\$29,010	
Regular Class - 10.82% (clerk & admin assistants)		\$15,420	\$18,467	
Salary Incentive (As per amendment)		\$1,281	\$0	
RETIREMENT CONTRIBUTION TOTAL	\$36,614	\$43,991	\$47,477	

Includes	life and	health	insurance	premiums
and bene	efits paid	for empl	oyees.	

LIFE AND HEALTH INSURANCE

OBJECT CODE 23.000

	OBJECT CODE 23.0			
DESCRIPTION	YTD	AMENDED	PROPOSED	
DESCRIPTION	08/31/21	FY2021	FY2022	
23.000 - Health Insurance	\$28,330	\$28,906	\$26,010	
23.100 - Life insurance premium - Manager	\$545	\$850	\$545	
HEALTH INSURANCE TOTAL	\$28,875	\$29,756	\$26,555	

Premiums and benefits paid for Workers' Compensation insurance. **BUDGET WORKSHEET WORKERS' COMPENSATION OBJECT CODE 24.000 PROPOSED** YTD AMENDED **DESCRIPTION** 08/31/21 FY2021 FY2022 24.000 - WORKERS COMPENSATION \$377 \$491 \$566 **WORKERS' COMPENSATION TOTAL** \$377 \$491 \$566

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and

PROFESSIONAL SERVICES

OBJECT CODE 31.000

		OBJEC	T CODE 31.000
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
31.000 - PROFFESIONAL SERVICES			
Municode	\$2,961	\$2,000	\$2,000
Codification (\$1,400 per ordinance x 7)	\$0	\$2,000	\$9,800
Information Technology			
Next Level - IT Support/ email/antivirus/server	\$10,000	\$12,000	\$12,000
Avenet - Annual GovOffice Package - Website	\$7,800	\$700	\$4,800
Digitization (Moved to FY2021)	\$9,840	\$20,000	\$0
Lobbyist (Includes Reimbursables)	\$20,889	\$23,000	\$23,000
Legal Counsel	\$77,500	\$85,000	\$93,500
Pre-employment screenings	\$1,302	\$3,500	\$1,500
HR Support	\$2,500	\$6,000	\$2,500
Contingency	\$16,459	\$0	\$0
Grant Writer	\$0	\$0	\$10,000
Public Communications	\$0	\$0	\$20,000
Strategic Planner	\$0	\$0	\$0
Comp Plan and Water Quality Update (State Requi	\$0	\$0	\$35,000
PROFESSIONAL SERVICES TOTAL	\$149,249	\$154,200	\$214,100

	Generally included independent cer		
BUDGET WORKSHEET			
			NG & AUDITING
	YTD	OBJEC AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
	00/01/21	112021	112022
32.000 - ACC & AUDITING - INDEPENDENT AUDITORS	\$22,000	\$23,000	\$23,000
32.100 - ACC & AUDITING - FINANCE CONTRACT	\$55,000	\$60,000	\$65,000
32.200 - ACC & AUDITING - OPEB CALCULATION	\$2,600	\$0	\$2,600

\$79,600

\$83,000

\$90,600

ACCOUNTING AND AUDITING TOTAL

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

TRAVEL AND PER DIEM

	OBJECT CODE			
DESCRIPTION	YTD	PROPOSED		
DESCRIPTION	08/31/21	FY2021	FY2022	
40.000 - TRAVEL & PER DIEM				
Auto Allowance - Vllg Manager @ \$400 p/mo	\$4,000	\$4,800	\$4,800	
Travel Related per diem		\$1,500	\$1,500	
Potential Vehicle Lease		\$6,000	\$0	
		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•	
TRAVEL & PER DIEM TOTAL	. \$4,000	\$12,300	\$6,300	

Internet services, communication devices and communication accessories as well as for service plans for long distance and local service. Similarly, this code should include charges to maintain the phone systems within the facility and any other electronic signal.

COMMUNICATIONS

OBJECT CODE 41.000

OBJECT CODE 41.				
DESCRIPTION	YTD	AMENDED	PROPOSED	
DESCRIPTION	08/31/21	FY2021	FY2022	
41.000 - COMMUNICATIONS				
Village Phone - Vllg Manager @ \$46.71 p/mo	\$0	\$480	\$561	
Phone Allowance - Vllg Clerk @ \$40 p/mo	\$0	\$480	\$0	
At&t Wireless Services	\$4,824	\$2,700	\$435	
PhoneDoctor.com	\$909	\$0	\$800	
State of FL (Suncom)	\$0	\$0	\$0	
Phone System - Village Hall	\$4,615	\$0	\$5,000	
Alarm System - Log Cabin/City Hall	\$1,484	\$1,198	\$1,400	
Comcast - Log Cabin	\$2,913	\$2,112	\$2,600	
Comcast - Vllg Hall	\$4,915	\$2,640	\$2,640	
Website-New Design	\$0	\$7,000	\$0	
Microphone Rental	\$0	\$0	\$0	
Fire Alarm Monitoring	\$1,250	\$1,500	\$1,500	
Zoom	\$649	\$0	\$300	
Drop Box	\$0	\$0	\$720	
COMMUNICATIONS TOTA	L \$21,559	\$18,110	\$15,955	
	Ψ=1,000	¥ 10,110	¥10,000	

Freight and express charges along with drayage, postage, and messenger service.

BUDGET WORKSHEET

FREIGHT & POSTAGE

	OBJECT CODE 4		
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
42.000 - POSTAGE & FREIGHT			
TGI Office Automation (Annual \$240 + \$110 for lnk)	\$420	\$350	\$500
Francotyp-Postalia	\$4,200	\$4,559	\$4,559
FedEx	\$4,213	\$1,089	\$1,089
Arrowmail Presort Company	\$468	\$900	\$3,500
	42.22		
FREIGHT & POSTAGE TOTAL	\$9,301	\$6,898	\$9,648

Electricity, gas, water, waste disposal, and other public utility services.

BUDGET WORKSHEET

UTILITY SERVICES

OBJECT CODE 43.000

OBJECT CODE 43			T CODE 43.000
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
Utilities			
(43.100) Electric Service			
Village Hall	\$2,225	\$2,488	\$2,488
Log Cabin	\$1,026	\$1,253	\$1,253
(43.200) Water & Sewer	\$3,913		
328907-378907 - 640 NE 114 STREET (VILLAGE HALL)		\$2,782	\$4,500
338254-388254 - 640 NE 114 STREET (IRRIGATION)		\$143	\$143
331400-381400 - 640 NE 114 STREET (LOG CABIN)		\$299	\$299
352882-402882 - 640 NE 114 STREET (LOG CABIN)		\$282	\$282
383847-435561 - 640 NE 114 STREET (VILLAGE HALL)		\$1,276	\$0
UTILITY SERVICES TOTAL	\$7,163	\$8,523	\$8,965

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

BUDGET WORKSHEET

RENTAL AND LEASES

	OBJECT CODE 44.0		
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
44.000 - RENTALS & LEASES			
Copier (F13112)	\$4,633	\$5,462	\$5,462
Records storage facility (Iron Mountain)	\$4,106	\$4,083	\$4,083
Bottled Water Cooler	\$1,244	\$946	\$1,200
RENTALS AND LEASES TOTAL	\$9,983	\$10,491	\$10,745

Includes all insurance carried for the protection of the local government such as fire, theft, casualty, general and professional liability, auto coverage, surety bonds, etc.

INSURANCE

	OBJECT CODE 45.0		
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
Commercial Insurance			
Property/General Liability Insurance	\$180,153	\$190,950	\$196,868
Flood Insurance (Vlg Hall, Log Cabin)	\$6,393	\$3,473	\$7,000
INSURANCE TOTAL	\$186,546	\$194,423	\$203,868

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under subobject 34.

REPAIRS AND MAINTENANCE

OBJECT CODE 46.000

OBJECT CODE 46.0			T CODE 46.000
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
46.000 - REPAIRS & MAINTENANCE	\$0	\$0	\$0
Log Calbin ADA Walkway	\$0	\$0	\$20,000
REPAIRS & MAINTENANCE TOTAL	\$0	\$0	\$20,000

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

PRINTING AND BINDING

	OBJECT CODE 4		
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
47.000 - PRINTING & BINDING	\$1,034	\$1,000	\$1,000
Newsletter	\$0	\$8,000	\$0
PRINTING & BINDING TOTAL	\$1,034	\$9,000	\$1,000

Includes any type of promotional advertising on behalf of the local unit.

PROMOTIONAL ACTIVITIES

OBJECT CODE 48.000

	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
48.000 - PROMOTIONAL ACTIVITES	\$1,926	\$1,500	\$1,500
48.100 - LEGAL ADVERTISING (Miami Herald & Daily Business)	\$3,639	\$8,913	\$4,000
48.200 - MUNICIPAL ELECTIONS	\$2,731	\$4,000	\$4,000
OTHER CHREENT CHARGES AND OR ICATIONS TOTAL	£0.000	644.440	¢0 500
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$8,296	\$14,413	\$9,500

Includes current charges and obligations not otherwise classified.

BUDGET WORKSHEET

OTHER CURRENT CHARGES AND OBLIGATIONS OBJECT CODE 49,000

	OBJECT CODE 49		
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
49.000 - OTHER CURRENT CHARGES			
Bank fees (Including CC Merchant Fees)	\$4,231	\$0	\$1,000
Payroll processing	\$3,460	\$3,000	\$3,000
Filing fees/Misc.	\$0	\$1,000	\$1,000
Licenses & permits (Microsoft)	\$8,070	\$5,526	\$5,526
North Miami Foundation for Senior Citizens	\$2,500	\$2,500	\$1,000
Pelican Harbor Foundation	\$0	\$0	\$1,000
OTHER CURRENT CHARGES TOTAL	\$18,262	\$12,026	\$12,526

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

BUDGET WORKSHEET

OFFICE SUPPLIES

	OBJECT CODE		
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
51.000 - OFFICE SUPPLIES	\$5,878	\$8,500	\$6,000
OFFICE SUPPLIES TOTAL	\$5,878	\$8,500	\$6,000

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or

OPERATING SUPPLIES

	OBJECT CODE 52		
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
52.000 - OPERATING SUPPLIES			
General supplies	\$7,284	\$3,000	\$5,000
Audio/Video Equipment			
4 New Computers	\$0	\$3,000	\$0
Server Upgrade	\$0	\$400	\$0
OPERATING SUPPLIES TOTAL	\$7,284	\$6,400	\$5,000

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, software licensing and professional data costs.

MEMBERSHIPS & DUES

OBJECT CODE 54.000

OBJECT CODE 5			T CODE 54.000
DESCRIPTION	YTD	AMENDED	PROPOSED
DESCRIPTION	08/31/21	FY2021	FY2022
54.000 - MEMBERSHIPS & DUES			
VIIg Mgr - MDCCMA, FCCM, ICMA	\$2,603	\$1,550	\$1,550
VIIg Clrk - FACC, IIMC, MDCMCA	\$200	\$300	\$300
Finance software licensing	\$3,102	\$3,425	\$3,425
GFOA membership	\$320	\$500	\$500
Costco	\$120	\$175	\$175
Miscellaneous (Includes Avast)	\$1,416	\$0	\$0
MEMBERSHIPS & DUES TOTAL	\$7,761	\$5,950	\$5,950

	Includes training and educational costs		
BUDGET WORKSHEET			
		EDUCATIO	ON & TRAINING
	OBJECT CODE 55.000		
DESCRIPTION	YTD	AMENDED	PROPOSED
	08/31/21	FY2021	FY2022
55.000 - EDUCATION & TRAINING			
Manager/Clerk	\$2,002	\$4,000	\$3,000
Finance		\$0	\$0
Staff		\$1,000	\$1,000
			_
EDUCATION & TRAINING TOTAL	\$2,002	\$5,000	\$4,000

Reserved for contingent events, conditions or emergencies that are unanticipated. **BUDGET WORKSHEET OTHER USES OBJECT CODE 99.000 PROPOSED** YTD **AMENDED DESCRIPTION** 08/31/21 FY2021 FY2022 99.000 - CONTINGENCY \$12,767 \$0 \$0

\$12,767

\$0

\$0

CONTINGENCY TOTAL